



COMMERCIAL/INDUSTRIAL BUILDING SUBMITTAL REQUIREMENT CHECKLIST *BUILDING INSPECTION DIVISION*

The City of Hayward is located in Seismic Zone 4. A fault line is located approximately along the line of Mission Boulevard. Climate Zone is (3). Wind speed is 75 mph with exposure C inland and 80 mph with exposure D along the shoreline. Rainfall @ 1.5" per hour. Basic allowable Soil Bearing Pressure of 1000 lbs. per square foot without soils investigation.

When preparing drawings and calculations, please refer to the latest editions of the California Building Code (CBC), California Mechanical Code (CMC), California Plumbing Code (CPC), and the California Electrical Code (CEC), Part 2 and 6 of Title 24 California Code of Regulations (Energy), Hayward Grading Ordinance and the Hayward Landscape Design Plan. In addition, the City of Hayward has amendments to these codes that are summarized in Hayward Ordinances #99-05 through 99-10, available at the Building Inspection Division counter.

PART 1

SUBMITTAL CHECKLIST

A. Nine Sets of **DRAWINGS**

- ☐ Survey per City of Hayward requirements
- ☐ Plot plan
- ☐ Grading and drainage
- ☐ Landscape plan

ARCHITECTURAL

- ☐ Floor
- ☐ Roof plans
- ☐ Exterior elevations

STRUCTURAL

- ☐ Foundation plan
- ☐ Floor plan
- ☐ Roof plan
- ☐ Truss drawings
- ☐ Cross section
- ☐ Structural framing details
- ☐ Shop drawings

MECHANICAL/ELECTRICAL

- ☐ HVAC plan
- ☐ Electrical plan
- ☐ Plumbing plan

B. CALCULATIONS

- ☐ Structural calculations
- ☐ Title 24 energy calculations and forms

C. OTHER DOCUMENTS

- ☐ Soil report
- ☐ Hazardous materials declaration
- ☐ Bay Area Air Quality Management District notification (BAAQMD Air Permit) - call (415) 771-6000 for more information
- ☐ Construction inspection report Per CBC-2001 Section 1702

PART 2

DOCUMENT FORMAT INFORMATION**PLOT PLAN:**

- ☐ Lot dimension, easements and north arrow
- ☐ Building footprint with dimensions to property lines
- ☐ Visible utilities to curb
- ☐ Parking layout and driveways

GRADING AND DRAINAGE PLANS:

- ☐ Tops and toes of slopes
- ☐ Pad elevations and ground slope drain scheme and topo
- ☐ Retaining walls and drainage systems

LANDSCAPING PLAN:

- ☐ Irrigation and planting schedule
- ☐ Accessory structures, walkways, decks, etc.

ARCHITECTURAL AND STRUCTURAL PLANS:

- ☐ Foundation plan
- ☐ Floor framing plan
- ☐ Roof framing plan
- ☐ Architectural floor plans
- ☐ Exterior elevations
- ☐ Structural material specifications
- ☐ Structural and architectural details
- ☐ Truss configuration and location
- ☐ Typical cross section in each direction

HVAC, PLUMBING & ELECTRICAL PLAN:

- ☐ Plumbing fixtures and single line schematics with pipe size calculations
- ☐ Location of HVAC equipment, duct layout, and location of fire dampers
- ☐ Outlets, fixtures, switches, service panels with size and ground and subpanels with load calculations

INFORMATION:

- ☐ Stamp and sign on all documents by document maker (3 sets)
- ☐ Name, title, registration (address and phone) of design professionals
- ☐ Address of property and name, address, and phone of property owner
- ☐ Cover sheet information:
 - Applicable codes and editions
 - Description and type of work
 - Occupancy and type of construction
 - Gross area, by floor, and building height
 - Index of drawing

STRUCTURAL AND ARCHITECTURAL DETAILS:

- ☐ Window: head, jamb, and sill
- ☐ Exterior door: head, jamb and sill
- ☐ Flashing: vertical junctures of materials
- ☐ Footings, piers, and grade beams
- ☐ Post and girder intersections
- ☐ Roof: eaves, overhangs, rakes, and gables
- ☐ Floor changes, (i.e., slab to wood frame)
- ☐ Handrails, guardrails, and support details
- ☐ Structural section with details from foundation to roof
- ☐ Details of all fire rated assemblies
- ☐ Section of fire rated corridor
- ☐ Scale for all drawings

PREFAB TRUSSES:

- ☐ Provide truss design and calculations with stamp and signature from a State of California licensed structural engineer.

Notes:

- (1) This is not a complete list of all required submittal and additional information may be required after plan review.
- (2) Other departments and agencies review and approval may be required.
- (3) Projects with construction cost of \$75,000 or more will require Construction & Demolition Debris Recycling Statement at submittal of plans for review.